

Overtime Authorization for TSEPs

Overtime usage is a matter of concern to the Laboratory. The following guidelines are not intended to discourage legitimate, essential use of overtime work that is necessary to cope with an emergency or urgent Laboratory requirement such as mission performance or to reduce overall costs to the Laboratory. Rather, they are intended to insure that each use of overtime hours for TSEP personnel are fully justified and documented. Overtime work should be kept to a minimum and for short periods only.

1. Except in cases where it is impractical to do so because of an emergency, overtime hours and premium payments to TSEP subcontractor personnel must be **pre-approved** in writing by the Cognizant Contract Technical Manager or designee. Failure of obtaining this advance approval may make such overtime expenses unallowable.

Note: Emergency is defined in JPL Rules as situations involving accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature.

2. “***Authorization for Overtime***” forms are initiated by the Cognizant CTM, and sent to the cognizant JPL subcontracts manager who will execute an appropriate CWO modification. If exceeding 24 or 40 hours of overtime per week, Section Manager or Division Manager approval, as appropriate, will be required. By authorizing overtime, the CTM is verifying that any overtime hours recorded has been pre-approved and was worked for one or more of the reasons outlined in the JPL Rules. Any other reasons may require advance approval from NASA to ensure that overtime premium charges are reimbursable under the Prime Contract.

Note: although TSEP subcontractor personnel are not employees of JPL, CTM’s should refer to JPL Rules DocID 34832, Overtime for Non-Exempt Employees, for overtime guidelines, which were flowed down to JPL via the Prime Contract.

3. The completed forms may be mailed, hand carried, or faxed to (818) 354-7563.
4. In cases of emergency, where time does not permit advance written approval, authorization should be secured verbally, and confirmed in writing no later than the day after the occurrence of the overtime work. Once verbally approved, the ***Authorization for Overtime*** form is to be completed after-the-fact and submitted.